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**16-19 Bursary Fund 2020-21 Information for parents/guardians/carers**

**What is the 16-19 Bursary Fund?**

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training.  This is called the 16-19 Bursary Fund. Free School Meals are also available at post-16 for students of parents are in receipt of Universal Credit. These can be applied for through their Local Council.

**What is it for?**

It could help students with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to school. Alternatively, a student might need extra help to buy additional books or equipment for their course, or to pay for educational visits.

**Who is it for?**

The 16-19 Bursary is targeted towards those young people considered most in need of

financial support. The Government has identified a priority group of young people and have

asked that schools give priority to this group first and offer them a Vulnerable Bursary.

After this group has been considered, the school expects to have an amount of funding

available for other young people in need of financial support. The school has set eligibility

criteria to ensure the remaining funds go to those who are seen to need it most. Any young

person who meets these eligibility criteria can apply for a Discretionary Bursary to help with

the costs of studying.

**What is the eligibility criteria?**

Young people can apply for a Bursary if they are aged 16, 17 or 18 at 31 August 2020, meet

the national residency requirements and at least one of the criteria listed below:

* They are in or have recently left local authority care
* They receive Income Support or Universal Credit because they are financially supporting themselves
* They receive Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
* They receive Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

There are two tiers of **Discretionary Bursary**

**Level 2**

If your gross annual household income, as assessed by HM Revenue and Customs

does not exceed £16,500:

* Students can receive monthly payments
* Students can request the purchase of items required for their courses such as books, etc.
* Students will be entitled to a contribution in the cost of educational trips and other course related expenses such as exam fees and study courses

**Level 3**

If your gross annual household income, as assessed by HM Revenue and Customs does not exceed £25,000 then students:

* Students can request the purchase of items required for their courses such as books
* Students will be entitled to a contribution towards the cost of educational trips and other course related expenses such as exam fees and music lessons

The school will keep back a small proportion of the Bursary Fund for exceptional circumstances for one-off payments or additional support.

**How can students apply?**

To apply, they must complete the 16-19 Bursary Fund Application Form (available from Mrs Kashap, Sixth Form Administrator) and submit this to Mrs Kashap with the correct

supporting evidence.

**How and when does it get paid?**

Monthly payments will be made via BACS issued by the finance office.

**What evidence is needed**

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the school to provide financial assurance as required. All evidence will be treated as confidential and destroyed within 1 year of the young person leaving the School.

Examples of acceptable supporting evidence for the Vulnerable Bursary are:

* Statement from the Local Authority confirming the young person’s current or previous looked after status.
* Recent entitlement or award statement setting out the benefit to which the young person is entitled, and confirming that the recipient can be in further education or training.

Examples of acceptable supporting evidence for the Discretionary Bursary are:

▪ A full T602E Tax Credit Award Notice (TCAN) for the young person’s household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.

▪ Other Income Support or Universal Credit award letters that show evidence of income.

▪ P60 End of Year Certificate for all adults in the young person’s household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2020). The income will be shown as Total for the Year.

▪ Payslips from the previous 3 months.

▪ Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self employed people. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2020). The income will be shown as Total for the Year.

▪ Evidence of other benefits, pension awards, etc.

▪ Confirmation from the Local Authority of entitlement to Free School Meals (FSM).

**How do I find out more?**

The 16-19 Bursary Fund Policy available on the school website provides further information, including details on eligibility criteria and supporting evidence needed, and your son or daughter can talk in confidence to Mrs Carey, Head of Sixth Form if you have specific questions or need help or assistance in supporting your son or daughter to make an application.

Students who require further information should contact Mrs Kashap, Sixth Form Administrator, jkashap@ephs.ealing.sch.uk

Further national information regarding the 16-19 Bursary Fund can be found on the Education Funding Agency website